

NOTICE OF ELECTRONIC AVAILABILITY OF CIVIL AND CRIMINAL CASE FILE DOCUMENTS

Please be aware that documents filed in civil and criminal cases are available through remote electronic means to any person having a PACER (Public Access to Court Electronic Records) account.

Filing parties should not include sensitive personal information in any document filed with the court. Any personal information not otherwise protected will be made available over the Internet via WebPACER. Therefore, the following personal data identifiers must be partially redacted from a court document whether filed electronically or in paper format: Social Security numbers to the last four digits; financial account numbers to the last four digits or the last half of the digits if four or fewer are in the whole number; names of minor children to the initials; dates of birth to the year; and home addresses of non-parties to the city and state.

In compliance with policies of the Judicial Conference of the United States and the E-Government Act of 2002, as amended, a party planning to file a document in the district court containing any personal identifiers listed above must

- a. file an unredacted version of the document under seal and a redacted version of the document for the public record, or
- b. file a reference list under seal, along with a redacted document filed in the public record. The reference list shall contain the complete personal data identifier(s) and the corresponding redacted identifier(s) used in the public filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal identifier(s). The reference list must be filed under seal, and may be amended as of right.

The unredacted version of the document or the reference list shall be retained by the court as part of the non-public record. All paper documents filed under seal are subject to the provisions of Local Rule 13.05.

Because filings will be remotely, electronically available and may contain information implicating not only privacy but also personal security concerns, exercise caution when filing a document containing any of the following information:

- 1) any personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;
- 3) employment history;
- 4) individual financial information;
- 5) proprietary or trade secret information;
- 6) information regarding an individual's cooperation with the government;
- 7) information regarding the victim of any criminal activity;

- 8) national security information; and
- 9) sensitive security information as described in 49 U.S.C. § 114(s).

The party should consider accompanying any such filing with a motion to file under seal. Until the court has ruled on any motion to seal, no document that is the subject of such a motion, nor the motion itself or any response thereto, will be publically available electronically or in paper form.

Attorneys are strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the rules and policies of this court requiring redaction of personal data identifiers. The clerk of court will not review filings for compliance with these requirements.